



GMA & Capital Facilities

Growth Management Services

Capital facilities planning template project

Description

The Local Government Infrastructure Study, authorized by the Washington State Legislature, suggested that capital facilities programs (CFPs) use a standardized template to include projects, costs, funding information, and project phasing. The Washington State Department of Community, Trade and Economic Development (CTED) responded to this recommendation by identifying a template that could be used by counties, cities, and special purpose districts.



Background

CTED researched a variety of CFP tools currently in use in Washington and decided that one used in the City of Olympia was the best available CFP tool to meet this legislative objective. Alice Soulek, a city employee, developed the CFP tool to help the city develop a capital facility planning process that was more comprehensive, user friendly, and cost effective. It was developed as a series of computer macros and templates on Excel software. It can be customized to fit the needs of different sizes and types of jurisdictions.

What's Being Done

A pilot project is being offered by CTED to demonstrate the new capital facility planning software tool. It is underway at the following sites: Port of Vancouver and the Cities of Walla Walla, Cashmere, and McCleary. Each site has received free CFP software and a free start up orientation process. The sites are receiving ongoing technical assistance throughout the start up phase.



Currently, CTED is helping the pilot jurisdictions prepare to integrate the new CFP tool into their administrative process. Several other jurisdictions may be added to the pilot program. A county jurisdiction and a special purpose district may be included.

For More Information

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What's Next

The CFP pilot program will last through the 2003 capital facility finance planning process timeframe. Evaluation of the program will be conducted at the end of 2003. Modifications to the software also will be made. When development of the CFP tool is successfully completed, CTED plans to make it available to all Washington jurisdictions.